

ARTICLE 4
UNION REPRESENTATION/OFFICIAL TIME

Section 1: Designation of UNION Officials.

- a. The UNION shall designate a Chief Steward who shall be the primary contact within the bargaining unit for purposes of notification of changes, events or other issues which may affect the bargaining unit. The Chief Steward shall also be expected to perform all of the duties of a Steward some of which are listed in Section 4 in addition to communication with management and the bargaining unit, training and monitoring of other Union stewards and assisting EMPLOYEES in the bargaining unit as necessary. The Chief Stewards official time will not exceed 20 hours a pay period. Any additional time will be mutually agreed upon. Such extensions of time shall not be unreasonably denied. It is agreed that if the Chief Steward is required to travel from Headquarters East, IHSHQE will incur no expense for their travel unless mutually agreed and such travel involves a management initiated meeting or other joint labor management activities.
- b. UNION may designate a total of twenty (20) stewards, however, no more than one (1) steward should come out of one work unit.
- c. The UNION will supply IHSHQE in writing and shall maintain with IHSHQE on a current basis, a complete list of all authorized Stewards, in addition to other UNION officials including a description of their responsibilities and authorities. The UNION may designate Alternate Stewards who will function in the Steward's absence.

The UNION will provide a new list whenever there is a change. The new individuals cannot assume their responsibilities or authorities until the IHSHQE representative officially receives the new list with the new UNION names.
- d. Stewards shall be granted reasonable release time to perform representation duties. If a steward's release time consistently exceeds 10% of their working time and interferes with the employee's duties, the parties will consult to resolve the conflict.

Section 2: Release Procedures.

The following procedures shall govern in establishing contacts between EMPLOYEES and Stewards:

- a. An EMPLOYEE desiring to see a Steward during duty hours shall notify their supervisor in accordance with established

procedure. Any EMPLOYEE seeking to see a Steward during duty hours shall be released, as soon as possible, but no later than the EMPLOYEE'S following scheduled work day, except in unusual and exigent circumstances.

- b. Official time spent by an authorized steward in handling EMPLOYEE complaints and grievances shall be recorded on the official time record to be maintained by the supervisor. The UNION Steward will be required to record the beginning and ending times of official time used. The SF-71 can be used to record the "official time" or any other form mutually agreed to.

Section 3: Non-Duty Time Activities.

The UNION shall not encourage the filing of grievances or complaints. Solicitation of membership and activities concerned with the internal management of EMPLOYEE organization, such as the collection of dues, membership meetings, campaigning for office, conduct of election and distribution of literature or authorization cards, etc., may not be conducted during duty or official time.

Section 4: Official Time Activities.

It is mutually agreed that Stewards are first and foremost EMPLOYEES of the Headquarters East, Indian Health Service (IHS). Stewards will be allowed a reasonable amount of official time to perform their duty in accordance with this Article. Official time is time granted by the Agency to perform representational functions without charge to leave or loss of pay. The parities agree that the request will be reasonable as to the amount of time needed and when that time must be taken, giving full consideration to work load requirements. Official time is appropriate for the following activities:

- a. When presenting grievances in accordance with the negotiated grievance procedure.
- b. When representing an EMPLOYEE or UNION in the preparation of a grievance.
- c. When serving as a UNION representative in an arbitration hearing conducted under Article 12 of this Agreement.
- d. When serving as UNION'S representative in the preparation and presentation of an adverse action or discrimination complaint hearing when the EMPLOYEE has designated UNION as their representative.
- e. When negotiating with Management Officials concerning changes to personnel policies, practices and procedures affecting working conditions in accordance with Article 7 of this agreement.
- f. When attending meetings arranged and called by

- management officials. Stewards should make arrangements for release with their supervisors.
- g. When performing other functions for which official time is specifically authorized by the terms of this Agreement.
 - h. Attendance by stewards at regular training sessions sponsored by UNION or designated Labor-Management Training shall be on official time. It will not normally exceed two (2) regular work days for any individual per year. Additional time may be provided upon mutual consent.
 - i. IHSHQE shall release upon the request of the Local UNION Business Manager a maximum of 3 designated representatives for no more than three (3) days each per year to advocate in legislative or executive forums on behalf of employee interests or issues of mutual concern to the agency and employees. Time off shall be granted during a designated advocacy period or for formal presentations before appropriate governmental bodies. It is understood that any such presentations are on behalf of the UNION and shall not purport to represent the views or policies of IHS.

Section 5: Unauthorized Time and Travel.

No official time shall be authorized for functions not listed or referenced in Section 4 above, unless mutually agreed by UNION and IHSHQE. No travel or per diem expense shall be incurred unless mutually agreed to.